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| **TITLE:** Country Logistics Manager | |
| **TEAM/PROGRAMME:** Logistics-Yemen | **LOCATION:** Sana’a, Yemen |
| **GRADE**: TBC | **CONTRACT LENGTH:** 12 months |
| **CHILD SAFEGUARDING:**  Level 3:  the role holder will have contact with children and/or young people *either* frequently (e.g. once a week or more) or intensively (e.g. four days in one month or more or overnight) because they work in country programs; or are visiting country programs; or because they are responsible for implementing the police checking/vetting process staff. | |
| **ROLE PURPOSE:**  The Country Logistics Manager is responsible to the Senior Logistic Manager (SLM), with the overall supervision of the Director of Programme Operations (DPO) for supporting improvements and providing management in all logistics and procurement functions including the supply chain, fleet, assets and communications in coordination with the logistic and procurement together staff. The Country Logistics Manager will provide technical support and strategic planning to future initiatives to increase the in-country logistic and procurement capacity and support to the programs. This requires a highly motivated and detail solution oriented individual who will be able to resolve operational critical challenges as they arise.  The Country Logistic Manager will work closely with the Senior Logistic Manager, during the first 6 months of the year, with the aim of taking over the strategic and planning responsibilities and provide full guidance to all logistic staff but also to the Country Office.  The Country Logistics Manager contributes to ensuring that Save the Children’s commitment to improving quality and accountability in humanitarian work is upheld, through reference to the Sphere Charter, Save the Children Minimum Standards and the NGO Code of Conduct, and endeavours to implement sustainable systems and transfer knowledge and skills to existing staff. | |
| **SCOPE OF ROLE:**  **Reports to:** Senior logistics manager with the overall supervision of the Director of Programme Operations  **Reporting to*:*** Sana’a logistics staff and technical responsibility for all field logistics staff  **Budget responsibility:** N/A | |
| **KEY AREAS OF ACCOUNTABILITY:**   * Following up on area office reports and analyse technical areas that needs more attention but also training needs for field logistic staff in coordination with Team Leader/DPO * Supervising local procurement processes and assists staff in the understanding of procurement request formats, policies and procedures. * Following up with program regarding pending procurement requests and monitor, in coordination with DPO/Team Leader, procurement plans and procurement tracker. * Assist DPO/Team Leader as per request on grants opening meeting and supporting logistics team in field offices to develop procurement plans and update Procurement Master Plan every three months. * Improve accountability through ensuring that field office provides weekly and monthly reporting. Upgrade reporting needs and schedules in coordination with DPO/Team Leader * Initiating and following up on international supply chain request with the supervision of DPO/Team Leader and in accordance with Supply Chain Plan developed. Coordinate with field offices on delivering timely supply chain plans, especially for medicines. * Following up on audit findings and logistic gaps that need more attention. * Monitor closely stock management, including inter-alia stock physical counts and reconciliation of GIK reports in coordination with Reporting Officer and Finance and Grants departments. * Monitor assets registers and tagging at national and field office level; develop asset replacement plan with DPO; ensure that disposal of assets are in accordance with Save the Children and donor guidelines. * Coordinate and monitor warehouse management according to needs and recommendations of DPO, among others: * Analysis of frequently ordered parts and supplies to maintain a consistent stock level. * Ensure the safety of preposition stock and minimum warehouse conditions. * Key equipment (shelving systems, bin cards) that need to be ordered/ developed. * Ensure that there are regular daily updates of warehouse inventory. * Provide guidance on fleet management to the relevant logistic officers, including revision of fuel reports, generators and other assets; and ensure appropriate coordination with other relevant staff in cross departmental matters (Finance, Admin, etc.). * Support field logistics staff remotely with timely communication and coordination. * Lead, manage and motivate a team, ensuring that they have clear objectives and receive meaningful feedback on their performance. * Comply with the requirements of Save the Children’s Child Protection Policy to ensure maximum protection for children. | |
| **SKILLS AND BEHAVIOURS (our Values in Practice):**  **Accountability:**   * Holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values * Holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved * Creates a managerial environment to lead, enable and maintain our culture of child safeguarding   **Ambition:**   * Sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same * Future orientated, thinks strategically and on a country wide/global scale   **Collaboration:**   * Approachable, good listener, easy to talk to * Builds and maintains effective relationships with colleagues, Members and external partners and supporters * Values diversity and different people’s perspectives, able to work cross-culturally.   **Creativity:**   * Develops and encourages new and innovative solutions * Cuts away bureaucracy and encourages an entrepreneurial approach   **Integrity:**   * honest, encourages openness and transparency, builds trust and confidence * displays consistent excellent judgement | |
| **QUALIFICATIONS AND EXPERIENCE AND ATTRIBUTES**  **Essential:**   * Degree in Logistics, Supply Chain Management or related field. * International experience in supply chain management in an emergency environment including procurement, transport and distribution, warehouse and stock management * Willingness to travel to field locations. * Must have 3–5 years of experience and managing large scale NGO logistical and procurement functions. * High computer literacy level with expected proficiency in Word, Excel, PDF, Photoshop and Internet. * Experience in vehicle and fleet management * Experience in the set up and use of high frequency (HF) & very high frequency (VHF) radio systems, satellite phones and development of communications procedures * Experience in Distributions of non-food items (NFI’s( and food * Experience of building and developing the capacity of logistics staff through the use of training, performance management frameworks and development plans * Excellent interpersonal and team skills * Excellent IT skills * Fluency in written and spoken English * Commitment to and understanding of Save the Children’s aims, values and principles   **Desirable:**   * Experience with construction and site project management * Experience and/or an interest in working in nutrition, WASH or health programmes, in displacement camps or centres. * Experience or knowledge of basic construction techniques used in disaster response. * Experience with auto mechanics or electrical installations. * Experience with air operations coordination or boat handling, and related safety regulations and standards. * Ability to speak Arabic * Relevant qualifications or training courses. | |
| **Date of issue:** Jan, 2017  **Author: Ahmed AlAzzani** | |